

RECRUITING AND RETENTION SOP

CHAPTER 5

CAREER PLANNING MANAGEMENT

SECTION 1: REGULAR

5100. REGULAR ACTIVE DUTY

1. Regular Marines stationed at all MARRESFOR Units may require special attention. In some cases, these Marines are assigned to an isolated station away from the amenities of a major command and may be experiencing their first independent duty. Career planning efforts take on increased importance as many of the benefits associated with a successful retention program do not exist at these locations. Concerned leadership by the Unit Commanding Officers and enthusiastic efforts by the Unit Career Planners may help to overcome these barriers. Our mission is to provide that attention and assistance to ensure that our best Marines remain in the Corps.
2. All subordinate MARRESFOR Units on the Career Planning Management System (CPMS). CPMS is an automated mode of electronic mail used to expediently transmit/receive requests and authority for reenlistments extensions and lateral movement from the Commandant of the Marine Corps (MMEA-6). It should be used for the most effective, expedient reenlistment of regular enlisted personnel.
3. Requirements for the report are outlined in the current edition of MCO P1040.31.
4. The information contained on the Regular Enlisted Career Planning Report (fig 5-1) will be faxed to CG, MARRESFOR DSN 363-1082, COMM (504) 948-1082 NLT than the 20th of each month, with a paper copy mailed to arrive by the 5th of each following month.

RECRUITING AND RETENTION SOP

CHAPTER 5

CAREER PLANNING MANAGEMENT

SECTION 2: FULL TIME SUPPORT (FTS)

5200. FULL TIME SUPPORT (FTS)

1. Though assigned to active duty, Full Time Support (FTS) personnel are members of the Marine Corps Reserve. All orders and directives governing reserve retention apply. For counseling and tracking FTS personnel reenlistment interviews, the procedures listed below should be followed:

a. Prepare an SMCR "Tickler Card" and Reserve Contact Sheet for each Marine assigned to the FTS program as shown in paragraph 5301.4.

b. Maintain the card in the appropriate file and schedule interviews per section 3 of chapter 6.

c. For Service Record Book entries do not confuse the EAS with the ECC.

d. The card will also be highlighted with the action date being set as 14 months prior to EAS. At this time, the Unit Career Planner or the Unit Commanding Officer will conduct a brief interview with the Marine informing him/her that it is now possible to submit a new FTS application and of any new FTS policy changes that may affect the Marine's choices of assignment. Refer to MCO 1001.52 for this information.

5201. WAIVERS AND REQUESTS. Reenlistment waivers and Requests For Service Beyond 20 Years are submitted in the format shown in Figure 6-1. Submit the waiver per the directions in Chapter 6 of this SOP. Annotate on the package that; "This separate request is submitted in conjunction with an FTS contract application."

5202. LUMP SUM LEAVE (LSL). FTS incumbents may be required to reenlist or to extend their current reserve enlistment contract early in order to accept continuation within the FTS program. However, in order for an FTS enlisted Marine to participate in LSL, the reserve reenlistment must occur within 90 days of ECC. CMC (MMRA) will accept an SRB page 11 entry as an intent to extend or to reenlist for FTS incumbents. The entry will read:

5202

RECRUITING AND RETENTION SOP

"At my ECC I agree to extend/reenlist to have sufficient time to complete my FTS assignment."

5203. EXCEPTION. FTS personnel in receipt of Permanent Change of Station (PCS) orders are required to actually reenlist to accept their orders. If ECC is greater than 1 year, CMC (RAM-5) must authorize reenlistment authority.

RECRUITING AND RETENTION SOP

CHAPTER 5

CAREER PLANNING MANAGEMENT

SECTION 3: SELECTED MARINE CORPS RESERVE (SMCR)

5300. SELECTED MARINE CORPS RESERVE (SMCR)

1. In addition to the information provided for reserve retention contained under the FTS program element, this section provides additional information concerning reserve retention. An important aspect of retention is to know the intent of the Marines assigned to the unit. One way to accomplish this is to maintain contact with the individual Marine through the use of counseling interviews. Career counseling interviews are either preplanned or unplanned. Career planners should enter the reason and the date of the counseling onto the career planner's record of the Marine (Figure 5-2). Preplanned interviews are scheduled based on the time remaining on the current contract. Proper maintenance of the "Tickler Card" will ensure the timely scheduling of the mandatory interviews.

a. Twelve Month Interview. Will be conducted for all Sergeants and below 12-14 months prior to a Marine's end of drilling obligation. If problems are uncovered which may prevent a Marine's reenlistment, the SMCR Unit Career Planner will prepare a plan to resolve such problems. The SMCR Unit Career Planner will use this opportunity to schedule further counseling, as necessary. Request for waivers, if required, should be initiated at this time.

b. SMCR Unit Commanding Officer's/Officer's in Charge Interview. Within 30 days after the SMCR Unit Career Planner's 12 month interview, the SMCR Unit Commanding Officer/Officer in Charge will interview the Marine. The primary purpose of this interview is to motivate qualified Marines to reenlist. SMCR Unit Commanding Officer/Officer in Charge should use this opportunity to express their opinion as to the value of the Marine's contribution to the unit. Quite frequently a Reservist's decision to reenlist is simply a matter of the Commanding Officer asking him/her to do so. If at this point, the Marine does not desire to reenlist, schedule an additional interview with the Commanding Officer no later than six months prior to the end of the Marine's drilling obligation. During this interval the Marine should be encouraged and counseled on how to resolve identified problems. Resolution may either be by direct assistance, referral to more qualified personnel, or both.

(3) SNCO Eight Month Interview. Staff NCO's should be interviewed by the SMCR Unit Career Planner eight months prior to Expiration of Current Contract (ECC). This eight month period allows adequate time to resolve identified problems and to request appropriate waivers/requests as necessary. (See Chapter 6 for procedures in requesting waivers/request).

(4) Six Month Interview. Normally the SMCR Unit Career Planner conducts this interview for all Sergeants and below and uses it to determine a Marine's intention if not already known. Any problems which were identified at the 12 month interview are discussed. If problems affecting reenlistment still exist, immediate action should be taken to resolve them. Individuals who the SMCR Unit Commanding Officer/Officer in Charge determine marginal or unsatisfactory are rescheduled for another SMCR Unit Commanding Officer's/Officer's in Charge interview at this time. The SMCR Unit Career Planner also determines the Marine's eligibility for a reenlistment bonus under the Selected Reserve Incentive Program (SRIP). He will insure that any required waiver for reenlistment has been submitted. (See Chapter 6).

(5) Final Interview. If a valued Marine is still undecided, the final interview is intended to persuade the Marine to stay. The SMCR Unit Commanding Officer/Officer in Charge conducts this interview within three months of the end of the Marine's drilling obligation. Marines who decide to separate must be informed of any remaining IRR obligation or opportunities for participation in the IRR.

2. Unplanned. Career Planners must be thoroughly familiar with all current information affecting the Career Planning Program. Occasionally, a Career Planner will be approached by a Marine seeking such information. Career Planners must always be prepared for such unplanned counseling.

3. Career Planning Counseling. During any preplanned or unplanned interview the following should be discussed:

- a. What is the Marine's intention about the Reserve?
- b. How can the Career Planner best help the Marine?
- c. Does the Marine fully understand the Reserve program and what is expected of him?
- d. What problems, personal or professional, may affect the Marine's decision to reenlist?
- e. Does the Marine's past performance qualify him/her for continued service in the Reserve?

- f. What opportunities are available for continued participation within the unit and throughout the Reserve?
- g. Special programs for which the Marine is qualified.
- h. Expected response date for any unresolved issues.

5301. RECORDS MANAGEMENT

1. Well organized, continuously updated files are mandatory. Without correct and complete records, Career Planners cannot be effective. Career Planners will maintain records to identify individual problems and retention trends, substantiate reports, and facilitate turnover. Some information may be of a sensitive or personal nature and must be treated with utmost discretion. Career planners need to restrict access of their files to a "need to know" basis only.

2. Reserve Career Planning Contact Record.

a. Prepare contact records, (See Figure 5-2) for all enlisted personnel when they return from IADT or, in the case of PS, when they join the unit. Maintain the record on first and second term Marines through the grade of sergeant. Remove and destroy the contact record when a Marine begins a new reenlistment, leaves the unit, or is promoted to staff sergeant. A new contact record is prepared on Marines below the grade of staff sergeant when they reenlist for the first time.

b. File the contact record on the document side of the SRB. Each entry on the form must be signed and dated by the person completing the action at the time of completion. Fill out parts I through VI as follows:

(1) Part I Initial Data. Unit administrative personnel complete this part at the time the record is opened. Periodic checks should be made by the Career Planner to ensure accomplishment.

(2) Part II Eligibility for Reenlistment. Unit administrative personnel complete this part 12-14 months prior to expiration of a member's drilling obligation.

(3) Part III Career Planner's Initial Interview. This entry indicates that the Marine has received the twelve month briefing and is aware of his/her status relative to continued Reserve participation.

(4) Part IV Commanding Officer's Interview and Recommendation. The SMCR Unit Commanding Officer/Officer in Charge completes this part by describing the Marine's value to the Marine Corps Reserve and by including a recommendation for reenlistment. If a Marine is not recommended for reenlistment, schedule subsequent interviews at such times as the Commanding Officer/Officer in Charge desires to reevaluate his recommendation but not later than three months from the end of drilling obligation. The Career Planner should also remind such Marines of the need for improvement of their performance. When such counseling is necessary an appropriate entry will be made on page 11 of the SRB as described in MCO 7302.3. In all cases, this part of the form must be signed by the SMCR Unit Commanding Officer/Officer in Charge.

(5) Part V Career Planner's Six Month Interview. Conducted six months prior to expiration of drilling obligation. The SMCR Unit Career Planner will record essential details of the interview, as necessary.

(6) Part VI EAS/EOS Interview. (Final Interview) Conducted three months prior to expiration of drilling obligation. Both the SMCR Unit Commanding Officer/Officer in Charge and the SMCR Unit Career Planner will conduct EAS/EOS interviews. Make the appropriate page 11 entry in the SRB at this time. The SMCR Unit Commanding Officer/Officer in Charge will assign the appropriate reenlistment code during the EAS/EOS interview for those Marines who will separate. Start a new contact record if a Marine has reenlisted and is a sergeant or below. Ensure that all stipulations of the reenlistment contract are fulfilled.

3. Required SRB Entries. The administration of the Career Planning Program requires that appropriate entries be made on page 11 of a Marine's SRB. The entry will be jointly signed by the Marine and by the SMCR Unit Commanding Officer/Officer in Charge or by a person authorized to sign SRB entries. Specific reason for reenlistment code assignment will be provided in the assignment notification.

a. For first and second term Marines, the entry should be made after the SMCR Unit Commanding Officer/Officer in Charge has conducted his final interview.

b. Reenlistment/Extension Approval/Incentive Granted. MCO P1070.12 applies.

c. Not Recommended/Eligible for Reenlistment. MCO P1070.12 applies.

4. Marine Corps Reserve Career Planning Tracking Card ("Tickler Card"). Career Planners will maintain a "Tickler Card" file on every enlisted Marine in the command. Figure 5-3 is an example of a "tickler" filing card. Files are kept on 5x8 index cards in chronological sequence by action dates. Action dates are defined as the next scheduled time for review of a Marine's file. Once a Marine reenlists/extends, the card is replaced with a new card. The "tickler card" will be provided by CG, MARRESFOR upon request. Properly organized, the tickler files tell the Career Planner at a glance:

- a. The name and grade of the Marine.
- b. When a Marine joined the unit.
- c. When a Marine is due for an interview, as well as the expiration date of the drilling obligation.
- d. When a Marine's Individual Ready Reserve obligation will be completed.
- e. The type of interview next scheduled and the projected date of that interview.

5. Alpha Roster. The unit's administrative section can provide a current roster of all Marines in the unit. An alpha roster can provide information on:

- a. Additions and deletions of unit personnel.
- b. EOS/ECC's.
- c. MOS mismatches.
- d. Time in service.
- e. GT scores.

6. Survey Sheet. Use the survey sheet (Figure 5-4) to identify possible problem areas. Review survey sheets on a regular basis and advise the Unit Commanding Officer/Officer in Charge of any significant trends. This information may help reduce future losses in personnel.

7. Turnover Folder. Maintain a current turnover folder of all information considered necessary in the performance of duties as the Career Planner. The folder is not limited to, but should contain:

- a. Frequently used phone numbers.
- b. Helpful points of contact.
- c. Relevant directives, orders, memorandums.
- d. Examples of charts and graphs frequently used.
- e. Report requirements and examples of each.
- f. The last Commanding General's Inspection results.
- g. Other helpful, pertinent information.

5302. INTERNAL REPORTS FOR THE COMMANDING OFFICER. The purpose of required reports for Career Planning is to provide essential information for managing the Career Planning Program. The format and frequency of reports can be determined by each command, based upon its particular needs. For a command to properly manage this program, it must know:

- a. How many Marines are nearing expiration of their drilling contract? (one year, six months, and less than three months)
- b. How many do not plan to reenlist?
- c. What are the given reasons for not reenlisting?
- d. What efforts are being made to increase retention?
- e. What degree of success was there with previous retention efforts?

RECRUITING AND RETENTION SOP

ENLISTED ACTIVE DUTY CAREER PLANNING REPORT

UNIT	MCC	REPORTING PERIOD		
PART 1: SEPARATIONS/REENLISTMENTS/SRBP REENLISTMENTS				
		1ST TERM	INTERM	CAREER
1. SEPARATIONS				
2. RECOMMENDED/ELIGIBLE				
3. RECOMMENDED/NOT ELIGIBLE				
4. NOT RECOMMENDED				
5. REENLISTMENTS				
6. FY REENLISTMENTS				
7. SRBP REENLISTMENTS				
8. EXTENL (EAS INTO FUT FY) XXXX TO AL ONLY		TOTAL ON XXXXXXXXXXXX		
PART 1A: REMAINING EAS POPULATION PROJECTIONS				
	REMAINING EAS POP	WILL REENL	UNDECIDED	WILL EXT
9. FIRST TERM				
10. INTERMEDIATE				
11. CAREERIST				
PART II - WAIVERS AUTHORIZED				
NUMBER OF WAIVERS GRANTED		WAIVER CODE		
1.		2.		
REENLISTMENTS				
NAME	RANK	SSN	DATE REENL	UD#
1.				
2.				
3.				
4.				

Figure 5-1.--Regular Enlisted Career Planning Report.

RECRUITING AND RETENTION SOP

RESERVE CAREER PLANNING CONTACT RECORD

Part I: Initial Data

Name _____ Rank _____ SSN _____ ECC/ERRS _____
Data SMCR obligated service will be completed, if applicable _____

Part II: Eligibility of Reenlistment

DOR _____ MOS _____ Time in Service _____ Average Pro/Con _____
ASVAB _____ GT _____ GM _____ EL _____ CL _____ Date Tested _____
Highest Education _____
Eligible to Reenlist _____ Yes _____ No _____ Time in this Command _____
Certified _____ Signature _____ Date _____

Part III: Career Planner's Initial Interview Date: _____

Summary of Interview: _____

Part IV: Commanding Officer's Interview Date: _____

Summary of Interview: _____

Recommended for Reenlistment _____ Yes _____ No _____
Eligible for Reenlistment _____ Yes _____ No _____

Signature _____ Rank _____

Part V: Career Planner's Interview Date: _____

Summary of Interview: _____

Signature _____ Rank _____

Part VI: Career Planner's Terminal Interview Date: _____

Summary of Interview: _____

Figure 5-2.--Reserve Career Planning Contact Record.

MARINE CORPS RESERVE CAREER PLANNING TRACKING CARD			
RANK	NAME		SSN/MOS
EAS	AFADBD		EOS
ACTION DATE	ACTION	RESULTS/REMARKS	
	12 MONTH INT	<div style="text-align: center;"> <p>SAVED</p> <p>FILE</p> </div>	
	CO'S INT		
	06 MONTH INT		
	03 MONTH INT		
REENL DATE	DISCHARGE DATE	RE-CODE	TRANSFER DATE
EST SCORE	PFT SCORE	EDUCATION LEVEL	TIME IN UNIT

Figure 5-3.--Marine Corps Reserve Career Planning Tracking Card (Tickler Card)

[illegible]

Figure 5-3.--Marine Corps Reserve Career Planning Tracking Card
(Tickler Card)--Continued.

RECRUITING AND RETENTION SOP

SURVEY SHEET

Purpose. There is just one purpose for the survey you are being asked to complete. This survey is intended to help improve this SMCR unit. You are not required to put your name on the survey sheet, although you may do so if you wish.

We ask that you undertake this survey seriously and truthfully. We are interested in your honest comments, not what you think we might like to hear. Thank you for your cooperation.

Figure 5-4.--Survey Sheet.

RECRUITING AND RETENTION SOP

SURVEY SHEET

1. On a scale of 1 - 5, (1 being the best), how would you rate the leadership in this unit?

2. If leadership is lacking in this unit, at what point do you think it breaks down?

_____ Command level
_____ With the officer in charge of my section
_____ With the NCO in charge of my section
_____ Leadership is not lacking in this unit

3. What should be done to improve leadership in this unit?

4. Do you feel you receive adequate supervision during a drill weekend?

_____ Yes _____ No

5. What should be done to improve performance accountability during a drill weekend?

6. Do you feel loyal to this unit?

_____ Yes _____ No

7. Do you feel that the unit is loyal to you?

_____ Yes _____ No

8. Are you provided an opportunity to exercise leadership?

_____ Yes _____ No

9. Do you feel this unit adheres to the chain of command?

_____ Yes _____ No

10. Does the word get passed effectively?

_____ Yes _____ No

Figure 5-4.--Survey Sheet.

RECRUITING AND RETENTION SOP

11. On a scale of 1 - 5, (1 being the best) how would you rate the instruction you received in the following areas?

a. Field training - _____ What would you do to improve field training?

b. Classroom training - _____ What would you do to improve classroom training?

c. Section training - _____ What would you do to improve section training?

12. Are you aware of the training objectives to be accomplished during the drill weekend?

_____ Yes _____ No

13. Training during ATD in comparison to drill weekends was:

_____ Better
_____ Same
_____ Worse

14. What is the mission of your unit?

15. Does ATD or drill weekend create a problem between you and your employer?

_____ Yes _____ No

16. What one factor affects your morale more than any other?

17. Do you feel your performance at the present time merits formal recognition or advancement?

_____ Yes _____ No

18. Do you know how the promotion system in this unit works and exactly what you need to do to get promoted?

_____ Yes _____ No

Figure 5-4.--Survey Sheet--Continued.

RECRUITING AND RETENTION SOP

19. Do you feel your superiors appreciate or are even aware of your performance?

_____ Yes _____ No

20. Have you ever been counseled by your superiors so that you know your strong traits as well as weaker traits needing improvement?

_____ Yes _____ No

21. Has anyone ever encouraged you to reenlist?

_____ Yes Who? _____ When?

_____ No

22. How likely is it that you will reenlist?

_____ Definitely will reenlist
_____ Probably will reenlist
_____ Undecided or too early to tell
_____ Probably will not reenlist
_____ Definitely will not reenlist

23. What will influence your decision to reenlist? Please try to be specific.

24. Do you know who the Career Planner is?

_____ Yes _____ No
Name _____

25. Has the Unit, SMCR Battalion, and separate command staff been helpful to you during your association with this unit? Please explain in detail.

Figure 5-4.--Survey Sheet--Continued.

RECRUITING AND RETENTION SOP

26. Describe the morale in the unit.

27. If you were the commanding officer, what changes would you make? (Continue on the back of this sheet if you need more space.)

28. Why did you join the Marine Corps Reserve?

29. Do you look forward to going to drill? Why or why not?

 Yes
 No

30. Is time at drill well spent? Explain.

31. The best part of drill weekend is . . .

32. The worst part of drill weekend is . . .

33. How do your friends or relatives feel about you being a Marine?

34. The highlights of my career as a Marine are .

35. The lowpoints of my career as a Marine are .

36. Do you feel you have been well informed on: (Circle Answer)

Reenlistment Incentives	Yes	No
-------------------------	-----	----

Benefits to Members of the Marine Corps Reserve	Yes	No
---	-----	----

Figure 5-4.--Survey Sheet--Continued.

RECRUITING AND RETENTION SOP

Retirement Benefits	Yes	No
Warrant Officer and Commissioning Programs	Yes	No
MOS/Professional Development Schools	Yes	No
IRR Opportunities	Yes	No
Extra Opportunities For SMCR Service	Yes	No

Optional Rank and Name

SAMPLE

Figure 5-4.--Survey Sheet--Continued.

RECRUITING AND RETENTION SOP

CHAPTER 6

REENLISTMENTS, EXTENSIONS, AND WAIVERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	6000	6-3
SECTION 1: REENLISTMENTS		
TYPES OF REENLISTMENT.	6100	6-5
DETERMINATION OF GRADE	6101	6-8
REENLISTMENT TERM.	6102	6-8
RETROACTIVE REENLISTMENT	6103	6-8
REENLISTMENT CEREMONY.	6104	6-8
TIME IN SERVICE LIMITATIONS.	6105	6-9
DEFECTIVE CONTRACTS.	6106	6-9
SECTION 2: EXTENSIONS		
PURPOSE.	6200	6-11
PREREQUISITES FOR EXTENSION.	6201	6-11
LENGTHS OF EXTENSIONS.	6202	6-11
EMERGENCY EXTENSIONS	6203	6-11
EXTENSION PHYSICALS.	6204	6-11
REASONS FOR EXTENSION.	6205	6-12
EXTENSION AUTHORITY.	6206	6-12
TIME IN SERVICE LIMITATIONS.	6207	6-12
EFFECTIVE DATE OF EXTENSION.	6208	6-12
CANCELLATION OF EXTENSION.	6209	6-13

RECRUITING AND RETENTION SOP

	<u>PARAGRAPH</u>	<u>PAGE</u>
SECTION 3: WAIVERS		
GENERAL.	6300	6-15
WAIVER AUTHORITY AND DOCUMENTATION.	6301	6-16
FORMAT FOR SUBMISSION OF WAIVER REQUESTS.	6302	6-16

SECTION 4: ADDITIONAL LIMITATIONS		
TIME IN SERVICE.	6400	6-21
SERVICE BEYOND TWENTY YEARS.	6401	6-22
MAXIMUM AGE LIMITATIONS.	6402	6-22
PROMOTION.	6403	6-23
CREDIT FOR FORMER SERVICE IN THE REGULAR COMPONENT.	6404	6-23

FIGURE

6-1 - REQUEST FOR WAIVER OF MARINE CORPS RESERVE REENLISTMENT REQUIREMENTS	6-18
6-2 - REQUEST FOR SERVICE BEYOND TWENTY YEARS	6-24

RECRUITING AND RETENTION SOP

CHAPTER 6

REENLISTMENTS, EXTENSIONS, AND WAIVERS

6000. GENERAL. It does little good to encourage Marines to reenlist or extend if they are not qualified to do so. An important part of the 12 month interview is to determine a Marine's qualifications to reenlist or extend and to identify potential problems. This chapter outlines eligibility requirements for both reenlistments and extensions as well as those which may be justifiably waived.

RECRUITING AND RETENTION SOP

CHAPTER 6

REENLISTMENTS, EXTENSIONS AND WAIVERS

SECTION 1: REENLISTMENTS

6100. TYPES OF REENLISTMENT

1. General. Reenlistment involves the execution of an entirely new contract between the Marine and the Marine Corps. This contract establishes a legal relationship between the United States Government and an enlisted member. A reenlistment contract replaces either a current enlistment/reenlistment contract, or one which has been terminated by separation. All reenlistments will be for general service. Unit Commanding Officers/Officers in Charge will ensure that all Time In Service Waivers and Requests For Over Twenty Years Service are forwarded to CMC via the chain of command.

2. Immediate Reenlistment. The reenlistment of a Marine into the Marine Corps Reserve prior to midnight on the separation/discharge date from the last service period in the Marine Corps Reserve, and at the place where that separation/discharge occurred. Marines who desire to reenlist will be required to execute their reenlistment contract prior to midnight on the date their current enlistment contract expires. The reenlistment will be effective on the date following the date of separation/discharge (excluding nonwork days and holidays). Unless waived, a Marine must meet the following prerequisites for an immediate reenlistment:

a. Be recommended for reenlistment by the SMCR unit Commanding Officer/Officer in Charge.

b. Demonstrate the high standards of personal behavior expected of Marines.

c. Be physically qualified according to medical standards set forth in the Navy's Manual of the Medical Department (MANMED).

d. Present an acceptable military appearance as outlined in MCO 6100.10, Weight Control and Military Appearance.

e. Have no record of drug or alcohol abuse.

f. Have completed an unscheduled urinalysis within 90 days prior to reenlistment. This requirement is not applicable to Staff Non-commissioned Officers.

- g. Is not a Conscientious Objector.
- h. Has not received clemency under the President's Clemency Program (Executive Order No. 11803, 16 Sep 1974).
- i. Is not a sole surviving child.
- j. Marines who are single parents, having custody of their children, or who are a dual service couple with children, are required to comply with MCO 1740.13, which provides guidelines on measures to be taken to ensure child care in the event of deployment or unrestricted tour.
- k. Have no court martial convictions.
- l. Have no felony convictions or equivalent action taken by civilian authorities during the present term of enlistment. Convictions unknown prior to the present term are to be considered applicable to the present term.
- m. Have no more than two Non-Judicial Punishments (NJP's) during the current enlistment.
- n. Have minimum average markings of 4.0/4.0 on proficiency and conduct.
- o. Is not reenlisting for a period to exceed the service limitations shown in paragraph 6400.2.
- p. Have less than 1 year remaining on the current military service obligation. Reenlistments for entitlement to the Montgomery GI Bill (MGIB) are permitted at any time regardless of the remaining term of the current contract. For further information see paragraph 7003.
- q. Have scored 80 or higher on the General Technical (GT) Aptitude Test or, if a non high school graduate, a score of 95 or higher is required. This only applies to the first and second reenlistments.
- r. Individuals known to have tested positive for HIV antibody must, prior to reenlistment:
 - (1) Provide a statement from a credentialed health care provider indicating fitness for duty.
 - (2) Be qualified to fill a nondeployable billet if one exists within the unit.

3. Second and Subsequent Reenlistments. Marines previously reenlisted must meet all the prerequisites of a first term reenlistment. Additionally:

a. They must, by this time, have completed high school or received an equivalency certificate.

b. Third and subsequent term Marines who desire to reenlist, but who are not recommended, must submit their request for reenlistment to CMC (RAM-5) via CG, MARRESFOR for consideration. Submit a letter of explanation and any substantiating documents. All requests for reenlistment will be forwarded via the chain of command with appropriate endorsements.

4. Early Reenlistments

a. Commanding officers are authorized to discharge Marines early for immediate reenlistment. This allows a unit flexibility in assuring the reenlistment of a highly qualified Marine at a time when the Marine is so motivated. Marines with less than 1 year remaining on their Military Service Obligation (MSO) qualify for early reenlistment if they meet other requirements of this chapter. The remaining MSO is determined by adding the normal expiration date and any time previously lost which remains to be made good.

b. Marine Reservists desiring to reenlist to qualify for entitlement under the MGIB may do so at any time, regardless of their remaining MSO. In order to qualify for the MGIB a reservist must:

(1) Reenlist for or extend so that the reservist has a six year drilling obligation with the SMCR from the date of the new contract.

(2) Meet all the qualifications for reenlistment or extension outlined in this chapter.

(3) Possess a high school diploma or an acceptable equivalent. Equivalent must be acceptable to the college to which the reservist plans to attend.

(4) Not currently possess a baccalaureate or equivalent college degree.

(5) Not currently be receiving VA educational benefits under the old GI Bill or Veterans Educational Assistance Program (VEAP).

(6) Not exceed the service limitations shown in paragraph 6400.4 of this Manual.

5. Continuous or Broken Reenlistments. PS recruiters are responsible for the administration of all continuous or broken reenlistments. (See paragraph 3200.4)

6101. DETERMINATION OF GRADE. An immediate or continuous applicant retains the grade held at the time of discharge and original date of rank. Broken reenlistment applicants will retain their grade and original date of rank if they have been discharged for less than 12 months. The grade and date of rank of broken reenlistment applicants discharged 12 months or longer will be determined by CMC (RAM-5).

6102. REENLISTMENT TERM. An applicant for reenlistment may elect from several options ranging from 2 to 6 years. The length of term will vary depending on the merits of the Marine's record, his/her qualifications, personal desires, and the needs of the Marine Corps.

6103. RETROACTIVE REENLISTMENT

1. Requests for retroactive reenlistments must be submitted to CMC (RAM-5) via CG, MARRESFOR. The conditions for approval are very restrictive and each case must be considered individually.
2. A completed formal written contract is not a requisite condition for crediting service. Each case must be examined to determine whether the individual enlisted by taking an oath or by some other act which would show that an enlistment had been effected. Informalities in the enlistment proceedings will not invalidate the enlistment.
3. The Staff Judge Advocate, Marine Reserve Force, will review each request for retroactive reenlistment for an opinion on the legal sufficiency of the request before submission to CMC (RAM-5).

6104. REENLISTMENT CEREMONY. Reenlistment is a major event in the career of a Marine. It is a recommitment of time, effort, and dedication and should be treated with due honor. When reenlisting a Marine, the following items should be considered:

1. In the case of Marine Corps reservists not on active duty who reenlist in the Marine Corps Reserve, the reenlistment oath may be administered up to 30 days in advance of the effective date of reenlistment entered in item 5 of the DD Form 4.

2. The individual's personal desires regarding time, location, and attendees.
3. The officer administering the oath should be acceptable to the individual reenlisting. Any commissioned officer of any service of the Armed Forces of the United States may administer the oath, whether active duty, reserve, or retired.
4. Photographic coverage with copies provided to the Marine.
5. Press releases to local news agencies.
6. A brief social gathering of friends, family, and fellow Marines following the ceremony.
7. Other recognition as appropriate to personalize the ceremony.

6105. TIME IN SERVICE LIMITATIONS. Section 4 of this chapter applies.

6106. DEFECTIVE CONTRACTS. Defects in a contract do not automatically invalidate the contract. CMC (RAM-5) will determine the validity of defective contracts on a case-by-case basis. Disputed contracts are to be forwarded to CMC (RAM-5) via CG, MARRESFOR with all substantiating documentation. [For NPS contracts refer to Chapter 3, paragraph 3103 (figure 3-5).]

RECRUITING AND RETENTION SOP

CHAPTER 6

REENLISTMENTS, EXTENSIONS, WAIVERS

SECTION 2: EXTENSIONS

6200. PURPOSE. Extensions to current contracts are intended to provide sufficient obligated service to permit serving a tour of specified length and primarily to benefit the Marine Corps. For the most part, Marines desiring additional service will be required to reenlist. In the event of war or national emergency, a person may be extended involuntarily for the needs of the country.

6201. PREREQUISITES FOR EXTENSION. A Marine seeking an extension must satisfy all the criteria required to reenlist. These criteria are outlined in paragraph 6100.2 of this chapter.

6202. LENGTHS OF EXTENSIONS. Voluntary extensions of enlistment are executed in monthly increments and will not normally be approved for a period greater than 23 months. There is no limit to the number of extensions during an enlistment; however, the cumulative total of all extensions per contract shall not exceed 48 months.

6203. EMERGENCY EXTENSIONS. Emergency extensions may be granted for periods of up to 90 days. The CG, MARRESFOR may approve such extensions by telephone.

6204. EXTENSION PHYSICALS

1. Prior to reenlistment or extension of enlistment, the member's health record will be reviewed by a member of the medical department to ensure completeness of the previous physical examination and to note any additional entries since completion of the examination. The previous physical examination must be in compliance with MCO P1001R.1.

2. The member will be interviewed by a credentialed health care provider to determine if there have been any changes in his/her health status that require additional medical evaluation. If there are none, an entry to this effect will be made on a SF600 (Doctor's Progress Note) and placed in the member's health record. No further evaluation is necessary.

6205. REASONS FOR EXTENSION

1. If all criteria outlined in paragraph 6100.2 are met, a Marine may extend for one or more of the following reasons:

- a. To qualify for reenlistment.
- b. To meet minimum obligated service for promotion.
- c. To be reclassified in a new MOS.
- d. To complete a course of instruction.
- e. To complete an assignment, exercise, project, or AT.
- f. To allow FTS applicants sufficient time to complete their FTS obligation.

6206. EXTENSION AUTHORITY

1. General. Voluntary extensions of enlistment are executed in monthly increments and will not be approved for a period greater than 23 months per extension. Marines cannot have more than 48 months of extensions on each contract (10 U.S.C. Section 509).

2. Local Command Authority. Provided the authorized term of extension does not result in total service beyond service limitations (paragraph 6400.2), or results in more than 48 months of extensions on each contract (paragraph 6206.1), Commanding Officer/Officer in Charge may approve short term extensions of enlistment for: Three months on a one-time basis to allow the Marine who has suddenly decided to reenlist to submit a reenlistment request, or to await a response to a submitted reenlistment request.

6207. TIME IN SERVICE LIMITATIONS. Section 4 of this chapter applies.

6208. EFFECTIVE DATE OF EXTENSION. An agreement to extend an enlistment becomes a legal document on the day it is subscribed and sworn. This day is defined as the date of execution and normally precedes the effective date. The effective date is the date the extension commences. An extension commences on the day after the date of expiration of the current enlistment or extension. Time lost due to sickness or misconduct must be made good before an extension becomes effective.

6209. CANCELLATION OF EXTENSION

1. Commanding Officers/Officers in Charge are authorized to cancel an agreement to extend an enlistment prior to its effective date under the following circumstances:

a. When the Marine's performance of duty, conduct, or physical condition so warrants.

b. When the Marine is an unsatisfactory participant.

c. When the Marine has less than one year remaining on the current extension and chooses to cancel for purposes of reenlistment.

d. When the Marine so requests, if:

(1) The individual, through no fault of his own, failed to receive the benefit or incentive for which the extension was made and,

(2) No official notification has been received which would assure future receipt of such benefit or incentive.

2. An extension will not be cancelled:

a. When a Marine, who has extended for purposes of attending a service school, is dropped from the course because of a lack of application or misconduct.

b. When a Marine, by his own violation, becomes unqualified for any incentive granted in conjunction with the extension.

3. If the agreement to extend an enlistment is cancelled prior to its effective date, the word "Cancelled" will be entered on the original copy of the NAVMC 321a citing MCO P1040R.31 as authority for cancellation. The cancelled original will be placed on the document side of the SRB with prior contracts. The cancellation will be reported on the unit diary per MCO P1080R.38.

4. Cancellation of an extension agreement is not cause to deny future requests for extension.

RECRUITING AND RETENTION SOP

CHAPTER 6

REENLISTMENTS, EXTENSIONS, AND WAIVERS

SECTION 3: WAIVERS

6300. GENERAL. Marines requesting reenlistment/extension who do not meet the reenlistment prerequisites established in paragraph 6100.2 of this chapter may be considered for waivers. Waivers are justified if the requestor does not meet established reenlistment prerequisites but has other highly favorable traits or has extenuating circumstances which invalidate the prerequisite. Appropriate endorsements should accompany all waiver requests. Discretion must be used in requesting and granting waivers. In each case the best interests of the Marine Corps will take precedence.

6301. WAIVER AUTHORITY AND DOCUMENTATION

1. In the majority of cases, requests for waivers will be submitted via the chain of command with appropriate endorsements to CMC (RAM-5). In certain circumstances, the authority to approve waiver requests resides with CG, MARRESFOR.
2. The following is a list of the prerequisites which may be waived and a list of commands to whom the request must be submitted:

Prerequisite to be Waived

Authority/Additional Documentation

Physical Qualifications

CMC (RAM-5)
Doctor's consultation sheet
and certified copies of
SF88 & SF93

Weight and Appearance

CMC (RAM-5)
Current photograph with
statement from applicant

Court Martial Conviction

CMC (RAM-5)
Statement of applicant

More Than Two Non-Judicial
Punishments

CMC (RAM-5)
Copies of SRB
pages 3, 5, 11,
12 and last enlistment
contract

Less Than 4.0/4.0 ProCon Marks	CG MARRESFOR SRB pages 3, 5, 11, 12, 23, and last enlistment contract.
Excess Time In Service	CMC (RAM-5) Personal resume of military and civilian qualifications
No High School Diploma or GED	CMC (RAM-5) Copies of SRB pages 3, 5, 8, 8a, 11, and last enlistment contract. May only be waived on first reenlistment.
Low GT Score	CMC (RAM-5) Copies of SRB pages 3, 5, 11 and last enlistment contract. (Not required for 3d and subsequent reenlistments)
Not Recommended	CMC (RAM-5) (3d & Subsequent Terms only) Letter of explanation from applicant and any substantiating documents.

3. It is the prerogative of subordinate commanders at each decision level to disapprove a waiver request of any ineligible reenlistment on the first or second enlistment without forwarding it to the next higher decision level for action. Waiver requests for Career Reservists, who are on their third or subsequent enlistment, must be forwarded to CMC via the chain of command with appropriate endorsements.

6302. FORMAT FOR SUBMISSION OF WAIVER REQUESTS

1. Waiver requests will follow the format shown in figure 6-1.
2. Submit requests no later than 90 days nor earlier than one year prior to the end of current contract.

3. When a waiver has been granted, an appropriate page 11 entry must be made in the Marine's SRB indicating the type of waiver granted and the waiver authority which granted the waiver. For example:

(Date): The reenlistment prerequisite for minimum proficiency and conduct markings waived by CG, MARRESFOR for a first term reenlistment, Auth CG, MARRESFOR msg/ltr, etc.

RECRUITING AND RETENTION SOP

(UNIT HEADING)

From: (GRADE, NAME, SSN/MOS, SERVICE)
To: Commandant of the Marine Corps (RAM-5)
Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington,
DC, 20380-1775
Via: (1) Appropriate Chain of Command
(2) Commanding General, Marine Reserve Force, G-1M
Subj: REQUEST FOR WAIVER OF MARINE CORPS RESERVE REENLISTMENT
REQUIREMENTS
Ref: (a) MCO P1040R.35A

Encl: (1) Certified copy of SNM's most current DD 214
(2) Certified copy of SNM's page 3
(3) Certified copy of SNM's page 5
(4) Certified copy of SNM's page 8(a)
(5) Certified copy of SNM's page 11
(6) Certified copy of SNM's page 12 (if applicable)
(7) Certified current photograph
(8) Reserve Retirement Credit Report (RRCR)
(9) (Appropriate supporting documentation)
(10) Certified copy of current RBIR/RBTR

1. Per the reference, I am furnishing the following data for consideration to allow me to reenlist in the Selected Marine Corps Reserve. Enclosures (1) through (10), are forwarded per the reference.

2. I am seeking a waiver for (state specific reason).

3. The following information is provided as required by the reference:

- a. Reenlistment term desired:
- b. PEBD:
- c. EOS/ECC:
- d. DOR
- e. Education:
- f. Dependents: (number, ages, and relationship)
- g. Work experience, military:
- h. Work experience, civilian:
- i. Total service at ECC:
- j. Total satisfactory service at ECC:

Figure 6-1.--Request for Waiver of Marine Corps Reserve Reenlistment Requirements.

RECRUITING AND RETENTION SOP

- k. Last PFT: (date and score)
- l. Height and weight:
- m. Breakdown of total service: (USMC, USMCR, OTHER, ETC.)
- n. Number of times considered in the promotion zone.
- o. (other information required by paragraph 6100.3b of this order)

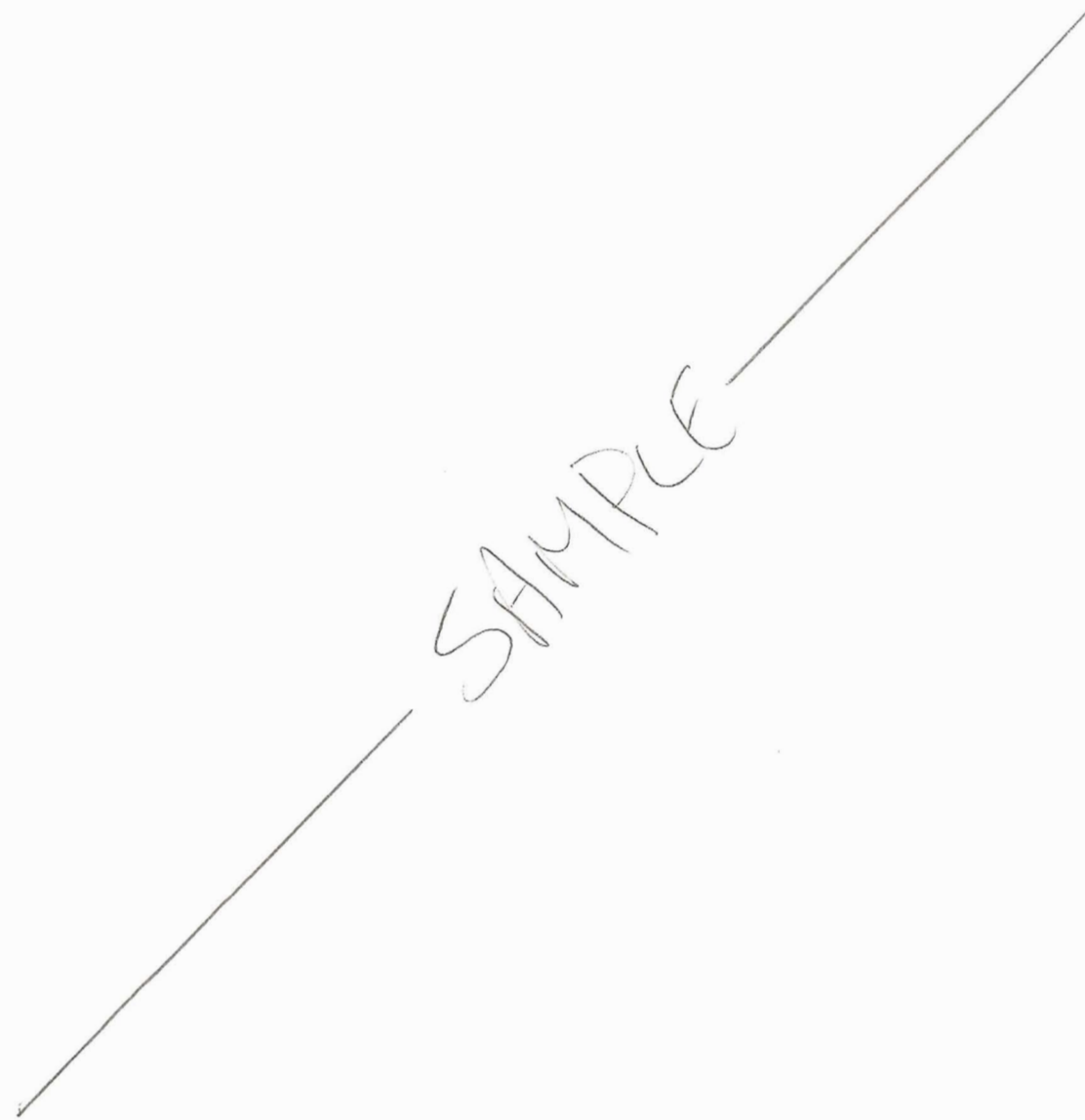


Figure 6-1.--Request for Waiver of Marine Corps Reserve
Reenlistment Requirements--Continued.

RECRUITING AND RETENTION SOP

CHAPTER 6

SECTION 4: ADDITIONAL LIMITATIONS

6400. TIME IN SERVICE

1. The total service authorized is limited based on the grade held. Total service is the number of years of military service completed, including Regular and Reserve.

2. Total service limitation by grade at the time of reenlistment, including the contemplated period of reenlistment, is:

<u>Grade</u>	<u>Limit of Service</u>
Lance Corporal	6 years qualifying service
Corporal	8 years qualifying service
Sergeant	13 years qualifying service
Staff Sergeant	20 years service
Gunnery Sergeant	22 years service
First Sergeant/ Master Sergeant	27 years service
Sergeant Major/ Master Gunnery Sergeant	30 years service

3. Additional service may be granted in exceptional cases where a critical shortage by grade or MOS exists. CMC (RAM-5) may grant additional service to the following limits:

<u>Grade</u>	<u>Limit of Service</u>
Staff Sergeant	23 years service
Gunnery Sergeant	25 years service
First Sergeant/ Master Sergeant	30 years service
Sergeant Major/ Master Gunnery Sergeant	33 years service

4. If qualified for the SRIP or the MGIB, the total service for a corporal may be extended to 10 years and a sergeant to 14 years.

5. All time in service limitations in this section apply to extensions as well as reenlistments.

6401. SERVICE BEYOND TWENTY YEARS

1. All reenlistments and extensions which result in service beyond 20 years must be approved by CMC (RAM-5). The only exception, will be Marines selected for promotion to gunnery sergeant and above. The commanding officer may reenlist or extend Marines so selected when such reenlistment or extension is a prerequisite for promotion per MCO P1400.32.
2. Reenlistments beyond 20 years for periods in excess of 48 months will not normally be approved.
3. Applicants for service beyond 20 years must meet the basic reenlistment prerequisites established in paragraph 6100.2 and must be at the grade of staff sergeant or above.
4. Requests for service beyond 20 years are submitted to CMC (RAM-5) via CG, MARRESFOR. Such requests are to arrive at MARRESFOR G-1M between six and eight months prior to the ECC or desired date of reenlistment/extension. This allows sufficient time for the final endorsement to be completed and the request to be forwarded.
5. Requests should be submitted in the format indicated in figure 6-2.
6. Marines requesting active duty on the FTS program who need to reenlist beyond twenty years will submit an FTS application and a Request For Service Beyond Twenty Years concurrently. Annotate on the Request For Service Beyond Twenty Years (figure 6-1) the following statement. "This separate request is in conjunction with an FTS application." Additionally the FTS application should identify that the reenlistment request has been submitted.
7. Forwarding endorsements on requests for service beyond 20 years for a member of an SMCR unit will include a positive recommendation by the SMCR Unit Commanding Officer/Officer in Charge regarding the Marine's qualifications for continuing service. The unit's endorsement will also include a breakdown, by grade, of SNCO's in the SMCR unit reflecting the on-board SMCR strength in comparison with the authorized SMCR T/O strength.

6402. MAXIMUM AGE LIMITATIONS. Marine Corps Reserve Staff Non-Commissioned Officers may be retained in the SMCR until age sixty (60) if they are otherwise qualified and possess a critical skill as determined by CMC.

6403. PROMOTION

1. Marines with at least 18 years of total service, who have been selected for promotion to gunnery sergeant and above, must serve 2 years in the grade to which being promoted. Computation is made from the date of promotion. If additional service is a prerequisite for promotion, commanding officers are authorized to reenlist or extend the Marine to allow acceptance of the promotion. If, however, such an extension exceeds a total of 48 months for all extensions during the current reenlistment, a formal request must be submitted to CMC (RAM-5) via CG, MARRESFOR for approval.

2. No sergeant may be reenlisted or extended who has twice failed selection to the grade of Staff Sergeant without CMC (RAM-5) approval. To verify if a sergeant has been passed twice for promotion, contact CMC (MMPR). Unit commanding officers must submit an endorsement which justifies reenlistment and includes any extenuating circumstances that may have caused failure for selection, and validates the reservist's waiver request.

6404. CREDIT FOR FORMER SERVICE IN THE REGULAR COMPONENT. To be eligible for transfer to the Marine Corps Reserve Retired List with pay, a Marine must perform the last eight years of qualifying service while a member of a Reserve component.

RECRUITING AND RETENTION SOP

(UNIT HEADING)

From: (GRADE, NAME, SSN/MOS, SERVICE
To: Commandant of the Marine Corps (RAM-5)
Via: (1) Appropriate Chain of Command
(2) Commanding General, Marine Reserve Force, G-1M

Subj: REQUEST FOR SERVICE BEYOND 20 YEARS

Ref: (a) MCO P1040R.35

Encl: (1) Certified copy of All RRCR's
(2) Certified copy of All DD214's
(3) Certified Current Photograph
(4) Certified Copy of current RBIR/RBTR

1. Per the reference, the following is provided for consideration to allow me to reenlist in the USMCR:

- a. Length of Reenl/Ext desire:
- b. PEBD:
- c. EOS/ECC:
- d. BMOS:
- e. T/O:
- f. Line No:
- g. DOR:
- h. DOB:
- i. Education:
- j. Number and relationship of dependents:
- k. Work experience or special skills:
- l. Total service at ECS:
- m. Total Satisfactory Federal service at ECS:
- n. Latest PFT score and date:

Signature

NOTE: The forwarding endorsement will include a specific, detailed recommendation from the Commanding Officer/OIC concerning the Marine's qualification for reenlistment. In those cases where the applicant appears to be overweight, a specific statement regarding command and individual corrective action will be included to facilitate a determination regarding further service. The unit's endorsement will also include a MOS/rank breakdown of SNCO's reflecting the on board strength SMCR vs. the authorized SMCR T/O strength.

Figure 6-2.--Request for Service Beyond Twenty Years.

RECRUITING AND RETENTION SOP

CHAPTER 7

INCENTIVES

	<u>PARAGRAPH</u>	<u>PAGE</u>
POLICY	7000	7-3
RESPONSIBILITY	7001	7-3
SELECTED RESERVE INCENTIVE PROGRAM (SRIP).	7002	7-3
MONTGOMERY GI BILL (MGIB) RESERVE PARTICIPATION.	7003	7-4
REGULAR SNCO SELECTIONS- PROMOTIONS IN THE SMCR	7004	7-5
ADDITIONAL BENEFITS.	7005	7-5

RECRUITING AND RETENTION SOP

CHAPTER 7

INCENTIVES

7000. POLICY. Monetary incentives are used primarily to control personnel inventories in specific situations where other methods have proven inadequate or ineffective. Incentives are used as necessary to support manning requirements in units and in skills that are severely undermanned. Incentives are only one element of personnel inventory control.

7001. RESPONSIBILITY

1. Because incentives are often necessary to persuade an individual to remain, it is important for the career planner to know what incentive programs are available. Part of the responsibility of the Career Planner is to:

a. Know what the eligibility requirements are for each specific benefit.

b. Obtain Bonus Control Number (BCN) and track, via "tickler card" file, anniversary dates to ensure timely payment.

c. Submit reports/data on unit involvement in formal incentive programs, as directed.

d. Ensure Marines that are eligible for incentives receive all information regarding the incentives.

2. Incentive programs are for specified periods of time and are renewed, modified, or eliminated yearly. Current editions of each order pertaining to incentives should be kept available and up to date.

3. CMC (RAM-5) will notify all commands of current programs by ALMAR.

7002. SELECTED RESERVE INCENTIVE PROGRAM (SRIP)

1. MCO 7220R.38 provides information and administrative instructions for enlistment, reenlistment, extension, and affiliation bonuses.

2. The bonuses are intended to aid in the control of personnel inventories.

3. To be eligible for any of the bonuses, a Marine must contractually obligate to serve satisfactorily in the Selected Marine Corps Reserve for the full term of the enlistment, reenlistment, extension, or affiliation period. The Marine must continue to serve in the same unit and in the same Billet Military Occupational Specialty (BILMOS) unless excused for the convenience of the government.

7003. MONTGOMERY GI BILL (MGIB) RESERVE PARTICIPATION

1. Although the MGIB is an entitlement and not an incentive, the Career Planner must be knowledgeable about its requirements for participation because of its impact on retention. The MGIB applies to all members of the military. Reserve eligibility is based upon the individual's participation.

2. MGIB benefits may be used concurrently with any SRIP benefits for which the Marine may also qualify.

3. The MGIB is different from the Vietnam era GI Bill. For example, the MGIB cannot be used for apprenticeships, on-the-job training, cooperative courses, farm cooperative courses, correspondence courses, high school training, or graduate and post graduate training. Also tutorial assistance, educational loans, and work study programs cannot be funded under the MGIB.

4. The MGIB does provide money for undergraduate programs at approved institutions of higher education. The rates for qualified SMCR are:

- a. \$140/mo for full time enrollment for 36 months.
- b. \$105/mo for three-quarter time enrollment for 48 months.
- c. \$70/mo for half time enrollment for 72 months.
- d. Maximum benefit entitlement of \$5,040.

5. The MGIB does not apply to members who already have a college degree.

6. Normally a reservist will not be allowed to reenlist or extend unless he is within one year of ECC. However, the MGIB provides any Reservist the opportunity to reenlist or extend at anytime to qualify. Anyone reenlisting or extending earlier than one year prior to ECC; however, is not qualified for benefits under the SRIP Program. For time in service limitations, see paragraph 6400.4.

7. Personnel on FTS can choose MGIB as it pertains to active duty personnel by opting for it when initially entering the FTS program.

7004. REGULAR SNCO SELECTIONS-PROMOTIONS IN THE SMCR. Marines selected for promotion by Regular SNCO selection boards, who are released from active duty prior to being promoted, may receive the promotion in the Reserve under the following conditions:

1. The Marine being discharged must effect an "immediate" reenlistment into the Ready Reserve for a minimum of two years.
2. Commanding Officers will request the promotions from CMC (RAM-5) enclosing a copy of the administrative page of the SRB stating that the Marine is still considered qualified for promotion. CMC (RAM-5) will then forward the promotion via the CG, MARRESFOR.

7005. ADDITIONAL BENEFITS

1. Perhaps the most important benefits associated with the Reserve Program are intangible in nature but, nevertheless, should be emphasized. Such intangibles are; camaraderie, esprit de corps, and the privilege of wearing the uniform. If, for some reason, a Marine has lost pride in the Corps, none of the incentives offered will encourage him to remain. In units with the lowest attrition rates, members display a strong sense of cohesion. It is the responsibility of the commanding officer to ensure the high morale of Marines through positive leadership. In so doing, the commanding officer helps to ensure the retention of the Marine and makes the career planner's job much easier.

2. Besides the monetary incentives available to reservists, a variety of other benefits exist. These include:

- a. Exchange/commissary/package store privileges.
- b. Serviceman's Group Life Insurance (SGLI).
- c. Medical/Dental care.
- d. Uniform maintenance allowance.
- e. Military travel benefits (after retirement).
- f. Professional military schools.
- g. Club privileges.

- h. Retirement.
- i. Special services.
- j. Legal assistance.
- k. Burial assistance/death gratuity.
- l. Military clothing store.
- m. Billeting/guest housing when available.
- n. Library services.
- o. Credit union membership.

3. Specific details on eligibility criteria for the benefits listed above are contained in MCO P1001R.1 or may be found in the Reserve Forces Almanac.

RECRUITING AND RETENTION SOP

CHAPTER 8

OPTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	8000	8-3
SELECTED MARINE CORPS RESERVE.	8001	8-3
FULL TIME SUPPORT	8002	8-4
INDIVIDUAL READY RESERVE (IRR)	8003	8-5
STANDBY RESERVE.	8004	8-5
REENLISTMENT/AUGMENTATION INTO THE REGULAR MARINE CORPS	8005	8-6
EXTENDED ACTIVE DUTY RECRUITING (EAD RECRUITER).	8006	8-6
RECRUITER AIDE PROGRAM	8007	8-7
INTERSERVICE TRANSFER TO ANOTHER SERVICE COMPONENT.	8008	8-7
CATEGORY "P" (CAT "P") PROGRAM	8009	8-7

FIGURE

8-1 LIST OF SMCR LOCATIONS.	8-8
-------------------------------------	-----

RECRUITING AND RETENTION SOP

CHAPTER 8

OPTIONS

8000. GENERAL

1. A variety of options exist for participation within the Marine Corps Reserve. Career Planners must be aware of these options and be prepared to explain them. Individual circumstances will dictate whether a person can participate. Geographic location, employment, schooling, and MOS qualification are all considerations when choosing the appropriate Reserve career option.

2. This chapter briefly explains each Reserve career option available for qualified applicants. A thorough understanding of each option enables the Career Planner to provide guidance and may ultimately prevent the loss of a valuable Marine.

8001. SELECTED MARINE CORPS RESERVE. The SMCR is the best prepared Reserve component for mobilization. Organized drill periods enable SMCR members to retain their MOS skill training as well as to improve and update skills to current standards. See figure 8-1 for a list of SMCR units. The Selected Marine Corps Reserve consists of:

1. 4th Marine Aircraft Wing

a. Approximately 6000 enlisted SMCR belong to drilling units of the MARRESFOR. Members consist of both PS and NPS Marines. Basic minimum requirements demand each reservist drill one full weekend per month and attend a 2-week training period each year.

b. The two week period of annual training (AT) is normally performed with the unit but may consist of a formal Reserve school to enhance a specific skill.

c. Members receive pay and retirement credits for each satisfactory drill they perform. In addition to regularly scheduled drill periods, members can earn extra pay and points for authorized additional drills and active duty such as:

(1) Reserve Management Assemblies (RMA; formerly APD)

(2) Mandays

2. 4th Marine Division. Approximately 20,000 SMCR billets.
3. 4th Force Service Support Group. Approximately 10,000 SMCR billets.
4. Individual Mobilization Augmentee (IMA)

a. IMA's are placed on staffs within supporting establishments such as Headquarters, U.S. Marine Corps. Though not members of a drilling Reserve unit within the 4th DWT, they are drilling reservists and actively train with their active duty counterparts.

b. IMA's also man 52 mobilization stations across the nation. Mobilization stations are critical to the process of assimilating members of the Reserve into a wartime structure during a national recall.

c. Depending on drill status, an IMA Reservist can have from 0-48 drill periods per year plus 12-14 days active duty training.

d. Application for membership as an IMA is made to the Marine Corps Reserve Support Command in Overland Park, Kansas.

8002. FULL TIME SUPPORT

1. The FTS program is described in MCO 1001.52 and allows Reserve Marines to replace or augment active duty Marines in full time support of the Reserve. Qualified applicants from the Reserve are chosen to fill specific billets on a full time basis in support of the Reserve Establishment.

2. Though still members of the reserve, FTS personnel are on full time active duty and entitled to all the rights, pay, and privileges of active duty personnel. FTS personnel are contracted for a specific period of duty and must reapply prior to the end of each period if they desire to remain in the program.

3. Application to the FTS program must be made via the chain of command utilizing the format from the ALMAR (1001R Series) and MCO 1001.52.

8003. INDIVIDUAL READY RESERVE (IRR)

1. All Marines obligate themselves to the IRR when they join the Marine Corps. Following the completion of active duty, unless otherwise discharged, each Marine will have a period of obligated service remaining in the Individual Ready Reserve. The Marine may choose to complete the obligation in the SMCR or remain in the Individual Ready Reserve.

2. IRR members may:

- a. Drill with a Mobilization Training Unit (MTU).
- b. Attend professional development schools.
- c. Be assigned to active duty for approved periods.
- d. Apply to the FTS program.

3. Unless on orders, IRR members receive no pay. They do, however, earn retirement credits as well as exchange privileges for any drill or active duty that they may perform.

4. An individual unable to participate satisfactorily in the SMCR may still earn enough retirement credits each year in the IRR to qualify for retirement in the Reserve. At least 50 reserve retirement points are required each anniversary year to qualify as a good year for retirement purposes.

8004. STANDBY RESERVE

1. The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. These individuals are not required to perform training and are not part of units. Rather, the Standby Reserve is a pool of trained individuals who could be mobilized if necessary.

a. Active Status List (ASL). Members of the ASL are still eligible for paid training and may apply for professional development schools, if qualified. They continue to accumulate retirement credits for Reserve participation and are still considered for promotion.

b. Inactive Status List (ISL). Members of the ISL are prohibited from participating in training and may not earn retirement credit or receive pay or promotion.

8005. REENLISTMENT/AUGMENTATION INTO THE REGULAR MARINE CORPS

1. Marine Reservists in grade of PFC through Sgt may have the option of augmenting into the Regular component depending on the current needs of the Marine Corps. The individual applying for entry into the Regular Marine Corps must apply in accordance with the requirements of MCO 1130.58. Site commanders must notify CG, MARRESFOR by message of any FTS Sgt or below requesting reenlistment into the Regular Marine Corps.

2. Marine Reservists in the grade of SSgt and above, FTS or serving on EAD recruiting, requesting to augment/enlist into the Regular Marine Corps, will submit requests via the chain of command. MCO 1130.63 is germane and needs to be reviewed in its entirety prior to submission of request.

3. The endorsing chains of command for reenlistment into the Regular Marine Corps are different based upon the individual's status. Listed below are the proper endorsing chains of command:

Endorsing Chains of Command

<u>Type of Applicant</u>	<u>Processing Activity</u>	<u>Forwarded to HQMC (MRRE) via:</u>
SMCR SNCO	SMCR unit	SMCR chain of command
Reserve SNCO on EAD	Recruiting Service	Recruiting Service chain of command with an endorsement from the SMCR unit CO
FTS SNCO	Immediate Command	Chain of command
FTS Sgt and Below	Recruiting Service	Recruiting Service

8006. EXTENDED ACTIVE DUTY RECRUITING (EAD RECRUITER)

1. Marines serving in the SMCR may apply for assignment as an EAD Recruiter. The format of the request may vary depending upon the Marine Corps Recruiting District in which the reservist is applying. The normal term of assignment is two years and requires graduation from Recruiter's School. Requests for assignment must be submitted to the appropriate Director of the Marine Corps Recruiting District via the SMCR unit's chain of command. MCO 1130.56 is germane.

8007. RECRUITER AIDE PROGRAM

1. SMCR personnel may apply for temporary active duty as a recruiter aide as described in MCO 1130.56. The application must be submitted to the Director of the appropriate Marine Corps Recruiting District in which the reservist is applying via the SMCR unit's chain of command.
2. This program is designed for reservists in the junior enlisted ranks who would be more familiar with the young students attending high school and/or recent graduates.
3. The term of temporary active duty will normally not exceed 139 days. Normally the reservist will be assigned to the recruiting substation which he/she requested.

8008. INTERSERVICE TRANSFER TO ANOTHER SERVICE COMPONENT.

Reservists in good drill status may be authorized to transfer to another service component. Submit requests for transfer via the chain of command in accordance with instructions contained in MCO P1900.16.

8009. CATEGORY "P" (CAT "P") PROGRAM. Once enlistees are recruited, they may choose to participate in the CAT "P" Program as described in MCO 1500R.5. After joining the SMCR unit, certain enlistees can participate in up to 12 months of drills prior to shipping to recruit training. Pay and promotion incentives are earned. Personnel in the Cat "P" program are introduced to ground level experience in their MOS as well as field and workshop environments. When feasible, they can attend SMCR unit MOS training and classroom training along with SMCR personnel.

RECRUITING AND RETENTION SOP

ALABAMA

Bessemer (Artillery)
Huntsville (Artillery)
Mobile (Reconnaissance)
Montgomery (Infantry)

ALASKA

Anchorage (Reconnaissance)

ARIZONA

Phoenix (Bulk Fuel)
Tucson (Bulk Fuel)
Yuma (Aviation/Aviation Support)

ARKANSAS

Little Rock (Infantry)

CALIFORNIA

Alameda (Aviation/Aviation Support)
Alameda (Infantry/Headquarters
Support/Interrogation-Translation)
Bakersfield (Bulk Fuel/Engineer Support)
Camp Pendleton (Aviation/Aviation Support)
Concord (Landing Support)
El Toro (Aviation/Aviation Support)
Encino (Infantry/Headquarters Support)
Fresno (Anti-Air Missiles)
Hayward (Anti-Air Missiles)
Lathrop (Landing Support)
Los Alamitos (Infantry)
Los Angeles (Artillery/Headquarters Support/
Interrogation-Translation/Civil Affairs)
Pasadena (Air Defense/Anti-Air Missiles)
Pico Rivera (Artillery)
Port Hueneme (Infantry)
Sacramento (Motor Transport)
San Bernardino (Infantry)
San Diego (Tanks/Medical/Intelligence)
San Francisco (Artillery/Headquarters Support)
San Jose (Landing Support)
San Rafael (Infantry)
Tustin (Bulk Fuel)

COLORADO

Aurora (Imagery/Interpretation Unit/Aviation
Support)
Commerce City (Artillery)
Denver (Aviation Support)

CONNECTICUT

New Haven (Motor Transport)
Plainville (Infantry)

DELAWARE

Wilmington (Bulk Fuel/Engineer Support)

Figure 8-1.--List of SMCR Locations.

RECRUITING AND RETENTION SOP

FLORIDA

Cecil Field (Aviation/Aviation Support)
Jacksonville (Assault Amphibians)
Miami (Anti-Tank/Interrogation-Translation)
Orlando (Medical Bn/Motor Transport)
Tallahassee (Tanks)
Tampa (Assault Amphibians/Headquarters Support)
West Palm Beach (Air/Naval Gunfire Liaison)

GEORGIA

Albany (Supply)
Atlanta (Supply/Dental Bn)
Augusta (Maintenance)
Marietta (Aviation/Aviation Support/Anti-Air/FSSG HQTRS)
Rome (Ammunition/Supply)
Savannah (Landing Support)

HAWAII

Pearl Harbor (Reconnaissance)

IDAHO

Boise (Tanks)

ILLINOIS

Chicago (Infantry/Headquarters Support/Interrogation-Translation/Anti-tank)
Danville (Infantry)
Glenview (Aviation/Air Control/Aviation Support/Aviation Transport)
Joliet (Artillery)
Peoria (Engineer Support)
Rock Island (General Support/Maintenance)
Springfield (Infantry)
Waukegan (Infantry)

INDIANA

Evansville (Infantry)
Fort Wayne (Communications/Headquarters Support)
Gary (Engineer Support)
Indianapolis (Maintenance/Communication Support)
South Bend (Engineer Support)

IOWA

Des Moines (Infantry)
Waterloo (Artillery)

KANSAS

Topeka (Supply)
Wichita (Engineer and Electronics Equipment Maintenance)

KENTUCKY

Ft. Knox (Tanks)
Lexington (Military Police/Headquarters Support)

Figure 8-1.--List of SMCR Locations--Continued.

RECRUITING AND RETENTION SOP

LOUISIANA

Baton Rouge (Infantry)
Belle Chasse (Aviation/Aviation Support)
Lafayette (Infantry)
New Orleans (Infantry/Headquarters Support/Aviation Support)
Shreveport (Infantry)

MAINE

Topsham (Anti-Tank/Infantry)

MARYLAND

Andrews AFB (Aviation/Aviation Support)
Baltimore (Combat Engineer/Headquarters Support)

MASSACHUSETTS

Camp Edwards (Infantry/Headquarters Support)
Chicopee (Infantry)
Lawrence (Ordnance/Maintenance)
South Weymouth (Aviation/Aviation Support)
Worcester (Infantry/Headquarters Support)

MICHIGAN

Battle Creek (Engineer Support)
Detroit (Infantry/Headquarters Support)
Saginaw (Infantry)
Grand Rapids (Infantry)
Lansing (Infantry)
Selfridge (Aviation Support)

MINNESOTA

Minneapolis (Military Police/Aviation/Aviation Support)

MISSISSIPPI

Gulfport (Assault Amphibians)
Jackson (Artillery)

MISSOURI

Kansas City (Infantry/Headquarters Support/Service Company)
St. Louis (Headquarters Support/Infantry)

MONTANA

Billings (Reconnaissance)

NEBRASKA

Omaha (Engineer Support/Maintenance)

NEVADA

Las Vegas (Infantry)
Reno (Reconnaissance)

NEW HAMPSHIRE

Manchester (Infantry/Interrogation-Translation)

NEW JERSEY

Dover (Infantry)
Red Bank (Motor Transport)
West Trenton (Artillery)

Figure 8-1.--List of SMCR Locations--Continued.

RECRUITING AND RETENTION SOP

NEW MEXICO

Albuquerque (Reconnaissance)

NEW YORK

Albany (Infantry)

Bronx (Communications/Electronics)

Brooklyn (Communications)

Buffalo (Infantry)

Garden City/Long Island (Infantry/Headquarters Support/
Interrogation-Translation)

Huntington/Long Island (Communications)

New Rochelle (Infantry)

Rochester (Tanks/Headquarters Support)

Stewart (Aviation/Aviation Support)

Syracuse (Tanks)

NORTH CAROLINA

Charlotte (Maintenance Support)

Cherry Point (Aviation Support)

Greensboro (Communications/Maintenance)

Greenville (Communications)

Raleigh (Supply)

Wilmington (Landing Support)

OHIO

Akron (Infantry)

Cincinnati (Communications)

Cleveland (Infantry/Headquarters Support)

Columbus (Infantry)

Dayton (Military Police)

Toledo (Infantry)

Youngstown (Headquarters Support/Heavy Equipment)

OKLAHOMA

Broken Arrow (Anti-Tank)

Oklahoma City (Artillery)

OREGON

Eugene (Engineer Support)

Portland (Engineer Support/Headquarters Support)

Salem (Engineer Support)

PENNSYLVANIA

Allentown/Lehigh Valley (Motor Transport/Maintenance/Communi-
cations)

Connellsville (Motor Transport/Headquarters Bn)

Ebensberg (Motor Transport/Headquarters Bn)

Erie (Motor Transport/Headquarters Bn)

Folsom (Bulk Fuel/Engineer Support)

Harrisburg (Infantry)

Figure 8-1.--List of SMCR Locations--Continued.

RECRUITING AND RETENTION SOP

Philadelphia (Artillery/Headquarters Support/Aviation Support/Dental Bn)
Pittsburgh (Military Police/Dental)
Reading (Artillery)
Willow Grove (Aviation/Aviation Support)
Wyoming (Aviation Repair/Maintenance Support)
RHODE ISLAND
Providence (Motor Transport)
SOUTH CAROLINA
Charleston (Landing Support)
Columbia (Tanks)
Greenville (Supply)
TENNESSEE
Chattanooga (Artillery)
Johnson City (Infantry)
Knoxville (Combat Engineer)
Memphis (Aviation/Aviation Support)
Nashville (Infantry)
TEXAS
Abilene (Motor Transport/Maintenance)
Amarillo (Tanks)
Austin (Infantry)
Corpus Christi (Infantry)
Dallas (Aviation/Aviation Support/Artillery/Support)
El Paso (Artillery)
Galveston (Assault Amphibians)
Harlingen (Infantry)
Houston (Infantry/Headquarters Support)
Lubbock (Motor Transport)
San Antonio (Reconnaissance/Headquarters Support)
Texarkana (Motor Transport/Bulk Fuel)
Waco (Ordnance Maintenance)
UTAH
Salt Lake City (Infantry)
VIRGINIA
Damneck (Air Control)
Lynchburg (Combat Engineers)
Newport News (Supply/Support)
Norfolk (Aviation/Aviation Support/Assault Amphibians)
Richmond (Artillery)
Roanoke (Combat Engineer)
WASHINGTON DC
Andrews AFB (Aviation/Aviation Support)
Armed Forces Reserve Center (Supply/Intelligence/Civil Affairs)

Figure 8-1.--List of SMCR Locations.--Continued.

RECRUITING AND RETENTION SOP

WASHINGTON

Seattle (Landing Support/Headquarters Bn)
Spokane (Artillery)
Tacoma (Bulk Fuel)
Whidbey Island (Aviation/Aviation Support)
Yakima (Tanks)

WEST VIRGINIA

South Charleston (Combat Engineer)
Wheeling (Infantry)

WISCONSIN

Green Bay (Aviation Support)
Madison (Infantry)
Milwaukee (Infantry)

PUERTO RICO

San Juan (Landing Support)

Figure 8-1.--List of SMCR Locations--Continued.